

WORKING TRACKER · PREVIEW

30 / 60 / 90 Day Communications Tracker

3 PHASES · 13 WEEKLY CHECKLISTS · LIVE ARTIFACT · 6 PAGES

The actual phased tracker from a live engagement, shown as a working document with progress marked in real time. It is evidence of how plans become weekly execution.

What's inside

01 Phase 1: Listen, Assess, Organize, Build

Communications audit · stakeholder meetings · audience matrix · baseline metrics · quick wins

02 Phase 2: Build Consistency, Engagement, Visibility

Editorial calendar · newsletter cadence · social rhythm · workflow guide

03 Phase 3: Optimize, Expand, Create Sustainability

Measurement review · playbook documentation · successor training · handoff

This is a structural preview.

To protect the work product, only the document's scope and architecture are shown here. The complete 6-page document is available on request. Connect with me on LinkedIn ([linkedin.com/in/rhondajustice](https://www.linkedin.com/in/rhondajustice)).